

COUNTDOWN

Checklist for Your Trip



6-12 Months

- Buy new clothes (or determine what you will need to buy before your trip)
- Start thinking about house sitting, and yard/pool maintenance, pet sitting & fish feeding
- Start looking at flights
- Contact your travel agent (TA)
- Start working with your TA to book your trip and any extras like transfers & additional nights
- Discuss Travel Insurance with your TA

3-6 Months

- Schedule hair and nail appointments
- Start purchasing travel items
- Book your flights if you haven't already
- Discuss daily itinerary with your Travel Agent
- Have your TA book remaining items and add to your travel insurance policy
- Work with TA to determine baggage allowance

2 Months (Start Getting Excited!)

- Clean off your Phone, Tablet and/or camera to make room for all of your new pictures
- Check international service with phone provider
- Confirm home/yard, childcare and pet care arrangements

1 Month

- Review and confirm flight details
- Review trip plans with your travel agent
- Arrange for mail to be held
- Purchase remaining travel items
- Get local currency and/or pre-paid credit card
- Refill prescriptions
- Print prescriptions for eyeglasses or contacts

2 Weeks

- Update credit card companies with travel plans
- Make copy of your trip plans to leave with friends or relative
- Make 2 copies of your driver's license, passport & credit cards (1 to leave with a friend or relative and the other to take with you in your carry-on)

1 Week

- Talk to your travel agent about any concerns
- Print your packing list
- Download travel apps
- Practice pack

3 Days

- Get your hair & nails done
- Pack your bathroom bag and everything possible

Day Before

- Pack your carry-on and remaining items
- Check-in for your flight
- Print your boarding pass
- Gather snacks and drinks for the flight

Day of Departure

Make sure you have (in your carry-on):

- Passport
- Prescriptions
- Money
- Change of underwear and clean shirt
- Supplies for the flight
- Leave for the airport to arrive 3 hours early for an international flight